



Project Reference:	STPD/PHCWG/0860
Assignment Title:	Development of a Guidebook for Education Initiatives in the Commonwealth
Level of Effort:	60 person days
Location:	Home based
Responsible to:	Director, Social Transformation Programmes Division, Commonwealth Secretariat or nominee
Closing Date for Applications/Proposals:	9 April 2014

This invitation is open only to citizens of Commonwealth member countries or organizations registered in a Commonwealth country.

How to Apply:

1. Applicants who meet the eligibility criteria are invited to submit their proposals containing the following:
 - A summary of track record demonstrating required experience
 - Comments on the Terms of Reference
 - A description of the understanding of the objectives of the assignment and the proposed approach and methodology
 - Work plan detailing the schedule of work and number of days
 - If a team is proposed, description of the team, roles and responsibilities. CVs of all team members must be included.
 - Budget breakdown.
 - Completed Personal History form (individual consultants) or Consultancy Company Registration Form (link below)
<http://thecommonwealth.org/become-cftc-expert>

2. Applications should be submitted **via e-mail** to Mrs Puja D Sharma
(p.sharma@commonwealth.int)

Thank you for your interest.

Mrs Puja D Sharma
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